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### Course Syllabus: Microsoft 365 Fundamentals

**Batch Name: Microsoft 365 Fundamentals**

**Eligibility: 10th**

**Course Start: 1st of Every Month**

**Course Duration: 120 Hours**

#### Courses / Modules Paper

##### Module 1

Paper 1	Paper 2
Microsoft 365 Fundamentals	Cloud Concepts

### Paper 1: Microsoft 365 Fundamentals

#### Introduction to Microsoft 365

- 1.1 What is Microsoft 365
- 1.2 Create Microsoft 365 Account
- 1.3 Microsoft 365 Apps: Outlook and Exchange
- 1.4 Microsoft 365 Apps: SharePoint
- 1.5 Microsoft 365 Apps: OneDrive

#### Microsoft 365 Core Services and Concepts

- 1.1 Productivity and Teamwork
- 1.2 Organisational Productivity
- 1.3 Simplified Management
- 1.4 Business Process Automation
- 1.5 Business Intelligence
- 1.6 Work Management
- 1.7 Identify core 365 Capabilities

#### Security, Compliance, Privacy and Trust in Microsoft

- 1.1 Six Key Security Pillars of Protection
- 1.2 Zero- trust security Principles for Microsoft 365
- 1.3 Common Security Threats
- 1.4 Threat Protection in Microsoft 365
- 1.5 Security Centre
- 1.6 Insider Risk Management
- 1.7 Data Loss Protection
- 1.8 Introduction to Information Protection and Governance Solutions

#### Microsoft 365 Pricing and Support

- 1.1 Licensing and Management Option
- 1.2 Licensing options available in Microsoft 365
- 1.3 Product Lifecycle
- 1.4 Service Lifecycle in Microsoft 365
- 1.5 Service Health Status

### Paper 2: Cloud Concepts

- 2.1 Meaning o Cloud Computing
- 2.2 Why do we need Cloud Computing
- 2.3 Types of Cloud Computing
- 2.4 Principles of Cloud Computing
- 2.5 Benefits of Cloud Comuting
- 2.6 Different types of Cloud services available